

TIER TWO REPORTING INFORMATION

The Washington State Emergency Response Commission (SERC), in accordance with the Federal Emergency Planning and Community Right-To-Know Act (EPCRA) or SARA Title III, Section 312 requires completion of a Tier Two - Emergency and Hazardous Chemical Inventory report by all facilities which have reportable quantities of chemicals. We have developed software to make this easier for reporters. If you are interested in electronic reporting, EPCRAmail can be downloaded from our web site at <http://www.ecy.wa.gov/epcra>

Three separate reports with an *original* signature are due **March 1st each year** for the previous calendar year. Send your reports with an **original signature** to each of the following: 1) your Local Emergency Planning Committee (see page 6 for web site), 2) your facility's local fire department, and 3) to the State Emergency Response Commission at this address:

**Community Right-To-Know Unit
Department of Ecology
PO Box 47659
Olympia WA 98504-7659**

- ✓ Make a **copy** of the **blank** form before starting. Refer to last year's report for unchanged, basic information. However, be sure to correct recent changes where necessary. Make a copy of the completed form for your records.
- ✓ Please be thorough when completing the report. Your completeness and accuracy could make the job of a first responder (i.e. your fire fighter, medics) safer and less complicated. **Incomplete** forms will be **returned** for correction.
- ✓ If you have any questions after reviewing these instructions, please call **1-800-633-7585**, press **2**, then **2 again** or (360) 407-6178. The toll-free line is staffed weekdays 9am to 4pm. Messages can be left at any time. Calls are returned whenever a number is provided. Please have a complete mailing address when requesting forms. Chances are, this short, toll-free call will not only save you time and money, it will save state resources as well.

WHAT CHEMICALS ARE INCLUDED

You must report the required information on this Tier Two form for each hazardous chemical present at your facility in quantities equal to or greater than established threshold amounts, unless the chemicals are excluded under Section 311(e) of Title III. Hazardous chemicals are any substances for which your facility must maintain an MSDS under OSHA's Hazard Communication Standard.

WHAT CHEMICALS ARE EXCLUDED

Section 311(e) of Title III excludes the following substances:

- (i) Any food, food additive, color additive, drug, or cosmetic regulated by the Food and Drug Administration;
- (ii) Any substance present as a solid in any manufactured item to the extent that exposure to the substance does not occur under normal conditions of use;
- (iii) Any substance to the extent it is used for personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public;
- (iv) Any substance to the extent it is used in a research laboratory or a hospital or other medical facility under the direct supervision of a technically qualified individual;
- (v) Any substance to the extent it is used in routine agricultural operations or is a fertilizer held for sale by a retailer to the ultimate customer.

QUICK REFERENCE

Washington Community Right-to-Know ID Number	→	This is required information. This 12-digit number is specific to your facility address. If you move, your number will change. If you have an EPA generator ID #, that is also your Community Right-to-Know number. First-time reporters, please, write NEW in space provided. If using our software, see HELP instructions. Previous reporters, please check your mailing label.
DOR#		Department of Revenue Number. Check with your bookkeeper.
Facility Identification Name	→	Business name of facility
Address	→	Street address where facility is located. Please let us know if the facility is in the same location, but the address has been changed.
Latitude & Longitude	→	Latitude & Longitude of facility site, where chemicals are stored.
SIC Code	→	Standard Industrial Classification Code categorizes facilities by the type of activity conducted. Common codes included for your reference.
NAICS	→	North American Industry Classification System replaces SIC. Some businesses may not have this information.
Dun & Bradstreet #	→	Check with your accounting office. Some businesses do not have one.
Owner/Operator Name & Address	→	Parent company name & complete mailing address.
Main Contact	→	Tier Two contact name, phone and fax numbers, and email address
Mailing Address	→	Address where reporting packet should be sent
Emergency Contacts	→	List two names and emergency phone numbers for each.
Reporting Period	→	Most often this will be the previous calendar year.
!!! NEW !!! Subject to Section 112r of the Clean Air Act ?	→	Does your business participate in Risk Management Planning for hazardous substances stored on site? For more information visit the EPA website at http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/RMPoverview.htm

CHEMICAL DESCRIPTION Refer to your MSDS for this information

- CAS Number → The Chemical Abstract Service (CAS) number is required for pure chemicals and for products which contain extremely hazardous substances (EHS). Common CAS numbers included for reference.
- Chemical Name → Provide chemical name whenever possible.
Check all that apply → **Check** Pure or Mix **AND** Solid or Liquid. Also, if appropriate check gas and/or EHS for extremely hazardous substances. Your best reference is your MSDS.
- EHS name → **Required** if any extremely hazardous substance (**EHS**) is a component of the product. Call our toll-free number if you need assistance.
- PHYSICAL & HEALTH HAZARDS → Refer to your MSDS for this information
Check **ALL** that apply.
- INVENTORY You must report: 1) Extremely Hazardous Substances at or in excess of the Threshold Planning Quantity, or 500 pounds, **whichever is less**; and 2) any of the hazardous chemicals in excess of 10,000 pounds on site at any one time.

!!! NEW !!

Please enter the maximum actual pounds on site at any one time; for example 12,000

!!! NEW !!!

Please enter the average actual pounds on site.

INVENTORY CODES REPORTING RANGES		
Code	Range Value From...	Weight Range in Pounds To...
01	0	99
02	100	999
03	1,000	9,999
04	10,000	99,999
05	100,000	999,999
06	1,000,000	9,999,999
07	10,000,000	49,999,999
08	50,000,000	99,999,999
09	100,000,000	499,999,999
10	500,000,000	999,999,999
11	1 billion	over 1 billion

NO. DAYS ON SITE

Enter the number of days the hazardous chemical was on site.

STORAGE CODES

Refer to Table II below for Container Types (first box):

<u>STORAGE CODES</u>	
<u>CODES</u>	<u>Types of Storage</u>
A	Above ground tank
B	Below ground tank
C	Tank inside building
D	Steel drum
E	Plastic or non-metallic drum
F	Can
G	Carboy
H	Silo
I	Fiber drum
J	Bag
K	Box
L	Cylinder
M	Glass bottles or jugs
N	Plastic bottles or jugs
O	Tote bin
P	Tank wagon
Q	Rail car
R	Other

Refer to Table III below for Pressure (second box) & Temperature Conditions (third box):

STORAGE CONDITIONS**Pressure**

- | | |
|---|-------------------------------|
| 1 | Ambient Pressure |
| 2 | Greater than ambient pressure |
| 3 | Less than ambient pressure |

Temperature

- | | |
|---|--|
| 4 | Ambient temperature |
| 5 | Greater than ambient temperature |
| 6 | Less than ambient temperature, but not cryogenic |
| 7 | Cryogenic conditions |

STORAGE LOCATIONS

Provide a simple description of where chemical is located on property, i.e. SW corner inside Bldg D.

Note: Your Local Emergency Planning Committee may require maps.

**OPTIONAL
ATTACHMENTS**

If you choose to attach one of the following, check the appropriate attachments box at the bottom of the form.

A site plan with site coordinates indicated for buildings, lots, areas, etc. throughout your facility.

A list of site coordinate abbreviations that correspond to buildings, lots area, etc. throughout your facility.

A description of dikes and other safeguard measures for storage locations throughout your facility.

CONFIDENTIAL

If you do not want the location of a chemical within your facility available to the public, you must submit

INFORMATION

information on separate forms. Confidential portions will be held from public access. A Confidential form is available at <http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/tier2.htm#inst> or by calling our office at **800-633-7585**, press **2**, then **1** or (360) 407-6893.

CERTIFICATION

Complete, sign, and date. An **original signature** is **required** on page one only. Each page has a field in the upper right hand corner for page number and total number of pages in the submission, as well as the certification block.

A few reminders when completing your form or entering data in EPCRAMail:

- PLEASE USE CAPS
- Please Do not use punctuation i.e. periods, commas, or dashes, except when it is part of a chemical name, such as 1,1 -DICHLORO-1-FLUOROETHANE
- Use common abbreviations when possible, such as SE for southeast, SEC for southeast corner; NW OF PLANT 2 W OF BLDG C, for northwest of plant 2 west of bldg; BLDG for building
- The State Emergency Response Commission recently approved use of an email address in lieu of an original signature when submitting your data via our EPCRAMail software. Paper copies with original signatures are still required for local agencies. Contact your LEPC for specific requirements.

Did you remember to include?

- ✓ Washington Community Right-To-Know Number?
- ✓ Reporting year?
- ✓ Original signature for each mailing?
- ✓ Mailed to SERC, LEPC and local fire department?

For information about SARA Title III reporting, visit our web page at www.ecy.wa.gov/epcra.

For inquiries, you can contact us via e-mail at hsio@ecy.wa.gov or by toll-free phone **1-800- 633-7585**, press **2 then 2 again** or call directly (360) 407-6178 .

Several LEPCs update their contact information each year. **An up-to-date list of Washington Local Emergency Planning Committees (LEPCs) is available at www.ecy.wa.gov/epcra/lepclist.html .**

Some common SIC Codes are

Meat packing plants = 2011

Frozen fruits/vegetables = 2037

Refrigerated warehousing and storage = 4222 Swimming Pools = 7997

Natural gas distribution = 4924

Some frequently requested CAS #'s are:

Gasolines, Aviation fuels = 8006-61-9

Diesel Fuel #2 = 68476-34-6

Diesel Fuel #6 = 68553-00-4

Lube oil = 64742-54-7

Chlorine = 7782-50-5

Propane = 74-98-6

Ammonia = 7664-41-7

Sulfuric Acid = 7664-93-9